

# CNRA – Frequently Asked Questions

## Introduction

The Michigan Department of Education is moving to a totally on-line grant application and reporting system. Early Childhood and Parenting Programs staff welcomes the Michigan Electronic Grants System (MEGS), as it will vastly improve service with a variety of timesaving features.

If you require assistance, please refer to the *HELP* links located in the header or footer of every page of the on-line application prior to contacting your consultant. You may also have local staff who are familiar with the process and could offer support and direction as you navigate through MEGS. As always, Early Childhood and Parenting Programs staff are available to support the field through this process; however, there are only four consultants offering part-time support to Michigan School Readiness Program State Aid grantees and 488 school districts or public school academies which usually apply. You are encouraged to exhaust all support resources in place for MEGS before contacting your consultant for help.

### **1. When is the 2003-2004 Comprehensive Community Needs and Resources Assessment (CNRA) due?**

April 11, 2003

### **2. Where do I find and what do I do with collaboration forms?**

- a. Download the blank collaboration form from the Early Childhood & Parenting Programs' web site at [http://www.michigan.gov/mde/0,1607,7-140-5234\\_6809-20326--,00.html](http://www.michigan.gov/mde/0,1607,7-140-5234_6809-20326--,00.html) .
- b. New collaboration forms are required each year.
- c. Maintain signed collaboration forms in your administrative files. The Department consultants will request to see them when they do on-site visits.
- d. The on-line version of the CNRA will request confirmation that you have these forms on file or that they will be on file by September 1, 2003.

### **3. Where do I find the Income Eligibility Guidelines?**

- a. Income Eligibility Guidelines can be downloaded from the MSRP State Aid website at [http://www.michigan.gov/mde/0,1607,7-140-5234\\_6809-20326--,00.html](http://www.michigan.gov/mde/0,1607,7-140-5234_6809-20326--,00.html) .

### **4. How do I find a hard copy of the CNRA?**

Assuming a CNRA has already been initiated within MEGS, log in to MEGS. Locate the CNRA and click the View / Edit button. From the Application Menu page within MEGS you can print a blank CNRA form.

- a. Click "Blank PDF" under the MANAGEMENT ACTIVITIES heading.
- b. Click the printer icon on the Adobe toolbar at the top of the screen.

This is a working copy of the CNRA only. The CNRA must be completed on-line. Hard copies of the CNRA will not be accepted by the Michigan Department of Education.

After you have completed the CNRA, you can print a copy.

- a. Click “View a PDF of this Application” under the MANAGEMENT ACTIVITIES heading.
- b. Click the printer icon on the Adobe toolbar at the top of the screen.

**5. How do I input the number of four-year-old children served in this community this year (2002-2003) in item #5a on the CNRA numbers page?**

**#5a.** Head Start numbers for item 5a are submitted electronically by the Head Start agency. The Head Start number will not appear in your CNRA until you click the Save button. If no number appears in 5a after clicking the Save button, please contact your area Head Start agency to inquire when they will complete their on-line report. If the Head Start agency indicates their report has already been completed, the Head Start agency needs to log in to MEGS, go to the Head Start Demographic page, click the Help button on the MEGS toolbar, and follow the directions under the Troubleshooting section. After the Head Start agency has submitted their form, the school district/PSA will need to re-click the *Save* button on the Need and Capacity page of the CNRA.

**#5b-d.** Four-year-old enrollment numbers for Michigan School Readiness Program competitive grants, Early Childhood Special Education (formerly Preprimary Impaired/PPI), Title I preschool programs, and other free compensatory preschool programs which may include Even Start must be reported by the applicant. Public school academies must also list the number of four-year-old sibling children of enrolled PSA families served by the local public school district in their area under 5d. (Do NOT include the applicant district's state aid MSRP in 5d. The state aid funding is not competitive.)

**6. How do I get a MEIS account ID?**

Go to the MEIS website at <http://meis.mde.state.mi.us/userman/> . Click the *Create an MEIS Account* and follow the directions. When you are finished with the process, it is recommended that you change your password. Keep in mind that passwords are case sensitive.

**7. I’ve got my MEIS account, but it won’t let me log in to MEGS.**

Call your Superintendent’s office and ask, “Who are the two Authorized Officials (Level 5) for the Michigan Electronic Grants System for our school district?” Contact one of the authorized officials. Tell him/her, “I am the person responsible for completing the CNRA (and MSRP application) and I need you to give me access to these applications in MEGS.” He/she will need your MEIS Account ID # (do NOT give him/her your MEIS login name or MEIS password). The authorized official can then add you as a user in MEGS. Once you have been added to MEGS, you will immediately have access. Note: You must be a level 4 in order to initiate an application and make changes to applications that are returned for modification.

**8. I’ve forgotten my MEIS login name and password.**

This is a security issue. You will need to contact the Michigan Department of Education Help

Desk at (517) 335-0505 or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) . They will ask you to answer some of the questions that you originally completed in MEIS before providing you with your login name and password.

**9. I've logged in to MEGS to start my application but I'm getting the message Grants are currently unavailable or the application does not appear in the dropdown box under *Initiate an Application*.**

- a. Someone else from your agency may have initiated the application. Scroll down the page to see if it is in the list of grants already started. If the grant has already been started you may click the *View Application* button, to begin making changes to the application. If the grant has not been started you need to contact the MEGS authorized official (level 5 person) for your school district/PSA. The authorized official may need to assign or change your security level within the application. Although it is not a MEGS requirement, some school districts/PSAs require that only the MEGS authorized official can initiate an application.
- b. If you have been assigned a grant writer (level 2) security level for this application within MEGS, you do not have the authority to initiate an application. Only MEGS level 4 or 5 people have the authority to initiate an application within MEGS.
- c. An access ending date may have been entered in the Application Security Level(s) screen. Your district's authorized official can change or delete the access ending date.

**10. I am the MEGS authorized official (level 5 person) for my school district/PSA. How do I add a user to MEGS?**

You will need the MEIS account number of the person you wish to add to MEGS. Log in to MEGS. On the right side of the screen under *Maintain MEGS Accounts*, click the link *Add Users to MEGS*. Type in the MEIS account # of the person you wish to add, click *Verify*. Confirm the information, click *Save* to create the account. You may log out of MEGS or click *Main Menu* on the MEGS toolbar to continue working in MEGS.

**11. I am the MEGS authorized official (level 5 person) for my school district/PSA. How do I give someone access to (or change their security level in) a particular application within MEGS?**

- a. Preferred Method (used to give access to school district employees; person can be quickly assigned to one or more applications from one screen at one time):

Log in to MEGS. On the right side of the screen under *Maintain MEGS Accounts*, click the link *Application Security Level(s)*. Click the dropdown arrow next to *Contact*. Select a person in the list to assign security access. Click the *GO* button.

All MEGS grants are listed in the left column under the heading *Funding Source Category*. The person's current security level (if any), appears under the column heading *Application Security Level* across the row from each grant listed. If a *Date End* appears in the far right column, the person will no longer have access to the application after that date.

To assign or change a contact's access to a particular application simply click the dropdown arrow in the *Application Security Level* column across from the grant to which you wish to assign them. Select a level (pick level 4 if you wish them to start an application **or** to be able to

modify an application returned for correction). You may assign this same person to additional applications at this time by repeating these instructions. If you do not enter a date in the Date Active column, MEGS will automatically give the person immediate access. We recommend leaving the *Date End* column blank. If an ending date has been entered, the person will no longer have access to the application as of that date. This could cause problems if the application is returned for modification and the person's access has expired. After you have indicated all *Application Security Levels* you wish to assign to this person, click *Save*.

You may log out of MEGS or click *Main Menu* on the MEGS toolbar to continue working in MEGS.

- b. Alternate Method (used to give access to people not employed by your district/psa):

Log in to MEGS. On the left side of the screen under *Initiate an Application* select the CNRA. Click the Apply for a New Grant button. Select Apply Now, then click the Apply button. The Application Menu page opens.

Under the heading *Management Activities*, click *Control Access to this Application*.

Near the top of this page click the link, *Jump to Add Users to this Application*. Type in the MEIS Account ID # of the person you wish to give access to the application. Click the dropdown arrow under *Security Level*. Select a level (pick level 4 if you wish them to modify the application upon return for correction). If this is the person MDE staff should call if they have questions regarding this application, please click the dropdown arrow under *Grant Contacts* and select *Main Contact*. If you do not enter a date in the *Date Active* column, MEGS will automatically give the person immediate access. We recommend leaving the *Date End* column blank. If an ending date has been entered, the person will no longer have access to the application as of that date. This could cause problems if the application is returned for modification and the person's access has expired. Click *Save*.

You may log out of MEGS or click *Main Menu* on the MEGS toolbar to continue working in MEGS.

## 12. The Submit Application button is grayed out on my screen.

- a. Check the status of the application on the *Application Menu* page. Only applications with a status of *Application in Progress*, *Modifications in Progress* or *Amendment in Progress* can be submitted. If an application has already been submitted and you wish to make changes, you will need to contact your MDE consultant and ask her to return the application to you for modification.

This "CNRA (MSRP State Aid Pre-App)" application contains the following grant(s):		
Grant	CFDA #	Security Level
Comprehensive Community Needs and Resources Assessment	N/A	Not Assigned

- The current status is **Application Submitted**
- This application is due on **Friday, April 11, 2003** to obtain earliest beginning date
- [Important Information About the CNRA \(MSRP State Aid Pre-App\) Application](#)
- [Assurances and Certifications](#)

- b. Be sure you have clicked the *Errors* link on the MEGS toolbar to ensure that the application is error free. Applications with errors cannot be submitted. Only MEGS authorized officials (level 5 people) from the school district/PSA may submit an application. Contact your authorized official. Tell them you have completed (give them the name of the application) in MEGS and ask them to submit it.

**13. The application has been returned to me for modification but the modify application button is grayed out.**

Simply click the *View / Edit* button. As long as the *Save* button within the application pages is not grayed out, you will be able to modify the application. If the *Save* button is grayed out, you will need to contact your district/PSA MEGS authorized official. Only MEGS level 4's or 5's have the authority to modify applications within MEGS. You may be listed as a grant writer (level 2) within this particular application. The authorized official can change your status in this application to a level 4 or the authorized official can click the Modify Application button for this application. You would then be able to modify the application by clicking either the *View / Edit* or *Modify Application* button.